

Minutes of the Meeting

1. The first meeting of the 5th Council of the Asian Population Association (APA) started at 9.00 A.M. Present during the meeting are the following:

Aris Ananta, President
Doo-Sub Kim, Immediate Past President
Premchand Dommaraju, Vice President
Nimfa Ogena, Secretary-General
Duanpen Teerawanwivat, Treasurer
Bhassorn Limanonda, Former Treasurer
Hiroshi Kojima, Council Member
James KS, Council Member
Leiwen Jiang, Council Member
Wei-Jun Yeung, Council Member
Yu Zhu, Council Member
Rossarin Gray, Executive Secretary

Other Secretariat team members in attendance:
Saowapak Suksinchai and Sarayut Sakultantimetha

2. The President, Aris Ananta, opened the meeting and welcomed everyone. The meeting agenda was confirmed with one revision: the financial report by the former Treasurer was moved prior to the report of the Executive Secretary. This was followed by self-introductions of each one present at the meeting.

Agenda Item 1: APA in brief

3. The Immediate Past President, Doo-Sub Kim, briefed the 5th Council members with APA milestones during the past 11-12 years. Underscored were activities that continued to connect APA with its members such as the formation of scientific groups, newsletter, website, and the conduct of a scientific conference, as the culminating activity of each council, as well as interaction with other regional population associations.

Agenda Item 2: Report on APA finances for 2016-2018

The former Treasurer, Bhassorn Limanonda, presented the APA financial report from 2016 to 2018. There are four major categories on the report: opening balance in January of each year, income, expenses, and balance at the end of December of each year.

- a. Bhassorn explained financial details as of December 2018. Opening balance - The balance at the beginning of the year was about \$31,000 in membership account and about \$900 in cash flow account.
- b. Income – the regular membership payments for 2018 (about \$4,700) was separately listed from membership payments made in order to attend the conference (about \$7,900). To augment funds for the conference, an institution fee was incorporated to the conference fee. Institution fee collected was about \$12,200. In addition to the UNFPA APRO conference support of about \$29,800, donations of about \$8,000 were also received from individuals not organisations.
- c. Expenses – About \$36,600 was spent during the year, the majority of which were during the conference and charged against the UNFPA support fund. Regular expenses

fluctuated according to activities during the year, with auditing services and salary accounting for the major part of the expense.

- d. The balance at the end of December 2018 was about \$58,000.
4. Bhassorn also presented the financial report for the past three years. Bhassorn highlighted the need to find other funding sources for APA.
5. Bhassorn passed on all APA financial documents to the new Treasurer, Duanpen Teerawanwiwat.

Agenda Item 3: Report on APA activities (2016-2018)

6. On membership, Rossarin reported that there are about 2,000 members. Rossarin reported that during 2016-2018, there were four main activities.
 - a. Recent conference in Shanghai. The APA conference is organised every three years. The next one will be held in 2021.
 - b. APA Newsletter.
 - c. Council meeting.
 - d. Scientific groups
7. Rossarin and Saowapak provided a summary report on the past four conferences. It was noted that the number of abstract received increased from 1,600 abstracts during the 3rd conference to 2,828 abstracts during the 4th conference. For the first and third conferences, the APA secretariat has no information on the income/expense as they were organized in different countries and limited information was passed on to the APA secretariat.

Agenda Item 5: How to increase the membership and improve APA financial situation

8. Duanpen asked for the reason why APA has not increased the membership fee. Doo-Sub expressed concern for those who has limited option in terms of payment, especially when credit card is not an option. Transferring fund would incur extra fee on top of the membership fee of \$25.00.
9. Nimfa Ogena inquired about continuous updating of membership profiles so students can be reclassified as non-students after they graduate and pertinent membership fees could be collected after the category shift. Doo-Sub suggested assigning key members to update the status of student members in their countries. However, that has not been done continuously.
10. Aris requested from the council ideas on APA benefits that can be offered to members. Aris mentioned as example about instituting an APA journal or APA could work with other regional journals.
11. Nimfa suggested that APA will need to increase its visibility in national conferences of population associations in the region.

APA Activities for 2019-2021

Agenda Item 6: APA Scientific Groups

12. Doo-Sub suggested that for Scientific Groups, first the council should assign an individual to draft the proposal following the previous deadline for proposal submission, which was 30 April and formal announcement on the proposal at the end of May. Aris assigned Jean Yeung as coordinator for the scientific group and to draft the call for proposal.

Agenda Item 7: APA collaboration with IUSSP and other regional associations

13. Aris asked for ideas regarding activities with other association. Doo-Sub suggested to continue collaborating with other population associations so APA can be duly visible and our members can continue to attend conferences with their funding support. James suggested to list population associations in each country and at least one council member to attend other population association's conferences.
14. In aid of promoting APA in national conferences, Hiroshi Kojima inquired about the APA brochure. Doo-Sub suggested to prepare a new brochure or update the current brochure, which has details of previous council members' details. Rossarin suggested an e-brochure that would be downloadable from the website.
15. Doo-Sub also suggested to promote collaboration with regional population associations by inviting individuals to present for APA organized sessions.

Agenda Item 8: the 5th APA Conference 2021

16. The council discussed the date of the 2021 Doo-Sub advised that it is too early to make a decision on the date, since the council need to identify the host institution first and its availability. James will inform council members by the end of January once IUSSP has decided the conference date.
17. For identifying possible host institutions for the APA conference, it was agreed that the council should begin to approach APA members who they know in some countries Doo-Sub suggested to send out the call for proposals as soon as it is ready. June 2016 was the deadline for the previous conference.

Agenda 9: Other matters

18. The council agreed on the following:
 - a. Raise annual student membership fee to \$10.00, with no voting rights, starting 2020;
 - b. Raise annual non-student membership fee to \$30.00 starting next year;
 - c. Encourage members to pay in advance, preferably for 3 years (2019-2021), at the current membership fee of \$25 per year;
 - d. Membership fee to be collected from current year onwards (i.e., no back pay for missed payment in previous years)
19. Aris thanked everyone for attending the meeting and actively participating in the discussions during the meeting. Finally, he sincerely thanked Doo-Sub for providing invaluable guidance and support to the new council.